

## **How to Apply for a Business Registration**

*The City does not have the capability to process your registration electronically at this time. If you wish to apply for a Business Registration, please follow these instructions carefully.*

1. Apply for a New Mexico State Gross Receipts Tax Identification Number. This can be accomplished by visiting the New Mexico Taxation & Revenue Department, located at 5301 Central NE on the third floor of the bank building located at the corner of Central and San Mateo NE or you can call 505-841-6200.
2. Complete the appropriate business registration application below:

[Home Based Business](#)

[Commercial Business](#)

3. Attach a check for \$35.00 (non-refundable fee) made payable to the City of Albuquerque.
4. Submit your completed application and check to the City of Albuquerque, either by mail, or in person.

### **Submit by Mail**

City of Albuquerque  
Treasury Division  
Attn: Business Registration  
P.O Box 17  
Albuquerque, NM 87103

### **Submit in Person**

City of Albuquerque  
City Treasury Office  
Plaza Del Sol Building 2nd Floor  
Albuquerque, NM 87102  
Hours: 8:00 - 5:00 pm, M-F

## **Business Registration Receipt Follow Up**

Your business registration receipt will usually be mailed to you within two (2) weeks. Please do not call about your registration within the first two weeks. You will be notified promptly by mail if your application is incomplete, not approved or not paid in full.

## **Annual Renewal of Business Registration**

Invoices will be sent out on the anniversary date of each business for renewal for the next business year. Payment must be received by the due date.

### **Changes in Business Information**

The City must be notified of any changed information on business location and/or status and the change must be approved by the City's Zoning Department. Any change in information, please contact the City either in writing, by email or by phone as follows:

Mail to: City of Albuquerque  
Treasury Division  
Attn: Business Registration  
P.O Box 17  
Albuquerque, NM 87103

Phone: 505-768-3463 (Treasury Division – Business Registration)

Email: [cagliadoro@cabq.gov](mailto:cagliadoro@cabq.gov)

There will be a \$10.00 penalty fee in the event a new business does not pay the registration fee before it commences business or the annual renewal fee is not paid prior to the expiration date.

### **Out of Business**

If your business no longer exists and to avoid being billed, please contact the City either in writing, by email or by phone as follows:

Mail to: City of Albuquerque  
Treasury Division  
Attn: Business Registration  
P.O Box 17  
Albuquerque, NM 87103

Phone: 505-768-3463 (Treasury Division – Business Registration)

Email: [cagliadoro@cabq.gov](mailto:cagliadoro@cabq.gov)